KAY IVEY GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH TAYLOR HARDIN SECURE MEDICAL FACILITY

1301 JACK WARNER PARKWAY NORTHEAST TUSCALOOSA, ALABAMA 35404-1060 205-462-4500 WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL COMMISSIONER

YOLANDA D. CLAY, DHA, MBA, ACTING FACILITY DIRECTOR

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE: Accounting Assistant II

OPEN DATE: 9/01/2022

CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility NUMBER: 22-25

Tuscaloosa, Alabama JOB CODE: K2000

SALARY

• Range 67 (\$34,243.20-\$57,259.20 Annually).

• Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE's needed for maintaining professional license.
- Very low-cost health and dental insurance through the <u>Alabama State Employee Insurance Board</u>.
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the Retirement Systems of Alabama.
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Graduation from a standard high school.
- 24 months or more responsible clerical accounting experience.
- Preference will be given to individuals with patient account billing experience.

KIND OF WORK

- Creates and maintains fiscal records.
- Maintains requisitions and verify codes.
- Completes documents such as receipts, checks, social security, and VA inquiries, and etc.
- Computes/files claims/posts data to maintain patient financial accounts, deposits, and withdrawals in a timely manner without valid complaint.
- Contacts patients and/or other responsible parties by correspondence, telephone, and/or in person in order to explain account procedures.

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- Receives, counts, and deposits money (i.e., cash, checks, and money orders) to provide accountability for funds received by the Facility for patient accounts.
- Compiles, updates, maintains, and retrieves information pertaining to patient funds.
- Copies and reproduces contracts and files.
- Completes reports, exchanges information with requesting parties, and maintains records for documentation and future reference.
- Prepares and maintains records of non-consumable property.
- Takes (or assists in taking) physical inventory of non-consumable property.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Accounting principles and practices.
- Knowledge of billing practices, procedures, and generating payment vouchers.
- Ability to use a personal computer, various software programs, and general office equipment.
- Ability to reconcile purchase requisitions.
- Ability to work under pressure and meet strict deadlines.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to communicate effectively, both verbally and in writing.
- Ability to be courteous and professional with patients, employees, and the general public.
- Ability to maintain strict confidentiality.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

Click Here to Apply Now: https://laserfiche.alabama.gov/Forms/ADMH-Job-Application

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.